

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY

### HUMAN RESOURCES ADMINISTRATION

**AMENDED: SALARY RANGE**

**PREVIOUS APPLICANTS NEED NOT REAPPLY**

ANNOUNCEMENT NO: **CFSA-09-P057**

POSITION: **Program Analyst  
DS-343-11/12**

OPENING DATE: **8/13/09**

CLOSING DATE: **OPEN UNTIL FILLED**

IF "OPEN UNTIL FILLED" **8/26/09 (And every  
two weeks  
thereafter)**

SALARY RANGE: **DS-11 \$54,633 - \$70,437  
DS-12 \$67,600 - \$86,482**

WORK SITE: **WASHINGTON, D.C.**

TOUR OF DUTY: **8:15 A.M. TO 4:45 P.M.  
Monday – Friday**

PROMOTION POTENTIAL: **DS 12**

AREA OF CONSIDERATION: **Unlimited**  
NO. OF VACANCIES: **Two (2)**

AGENCY: **Child and Family Services Agency (CFSA), Office of the Deputy Director for Planning, Policy and Program Support (ODDPPPS), Quality Assurance Division (QAD)**

DURATION OF APPOINTMENT: ☒ **X** | **Permanent** | ☐ | **Term (13 months to 4 years) NTE:** \_\_\_\_\_  
| ☐ | **Temporary (Up to 1 year, Not-to-Exceed)** \_\_\_\_\_

☒ **X** | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

☐ | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

#### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for improving the effectiveness of direct services programs, policies and operational modules and recommend resources designed to assure continued compliance with Federal and District laws, court orders and consent decrees related to the provision of comprehensive services of families and children. Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of direct service program operations and case practice, in meeting established goals and objectives. Identifies areas in which legislation or internal policy is needed for better service delivery. Identifies areas in which legislation or internal policy is needed for better service delivery. Performs management surveys to determine compliance with agency regulation, procedures, sound management practice and effective utilization of staff. Maintains statistical data and assists in the development of quarterly and annual reports that summarize recommendations and corrective action activities from Child Fatality Reviews, Child Protective Service Grand Rounds, D.C. ChildStat, Critical Events, as well as other Agency program areas; identifies systemic problems, provides advisory opinions and develops or recommends problem resolution strategies. Analyzes and interprets existing, revised and newly established federal and District legislation, regulations, policies and practices that have a significant impact on the CFSA program operations. Advises the supervisor when amendments are required and provides technical assistance in the development of new processes. Organizes and leads focus groups, case staffings, work groups and other related activities to establish decision-making forums that may include clients, stakeholders and all levels of program staff. Analyzes management information requirements to develop program or administrative reporting systems including the system specification, data gathering and analytical techniques and systems evaluation methodology. Drafts and writes analytical reports and quality assurance case review discussion papers, including findings and recommendations for improvement. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of child welfare theories, principles, research/data and best practices;
2. Thorough knowledge of statistical data collection techniques, analyses and sampling methodologies to analyze and evaluate program effectiveness as it relates to program requirements;
3. Skills in interpersonal communication with the ability to effectively interface with other agencies/individuals on behalf of CFSA;
4. Skill in oral communication including presenting public reports, moderating focus groups, and facilitating quality assurance case review meetings;
5. Skill in written communication, including writing analytical reports, program evaluations, study proposals, case review summaries, and quality assurance case review discussion notes.
6. Skills in analysis of quantitative and qualitative data to identify trends, systemic issues, and capacity strengths/needs and to determine data discrepancies, needs or inconsistencies.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. **Applicants will only be notified if an interview is granted.**

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### **TO APPLY:**

**FAX TO:** (202) 727-5750  
**EMAIL TO:** [cfsa.jobs@dc.gov](mailto:cfsa.jobs@dc.gov)

**WEBSITE:** [www.cfsa.dc.gov](http://www.cfsa.dc.gov)  
**TELEPHONE:** (202) 724-7373

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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